



Code: 0105

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: ASSISTANT COMPTROLLER

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the activities of a major subdivision or financial program for the Comptroller's Office, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates and monitors the accounting, disbursement, auditing, and administration of the City's financial operations
- Plans and oversees the work of unit managers responsible for supervising staff engaged in the verification, analysis, and management of accounts
- Establishes and implements systems and procedures used to manage accounting records and audit financial transactions of city programs and delegate agencies
- Provides technical assistance and oversight to staff responsible for management of the City's debt portfolio and cash position
- Provides technical assistance to managers in developing and modifying accounting and voucher processing procedures to improve the effectiveness of the City's cash management practices
- Evaluates and makes preliminary recommendations concerning the financial impact on proposed legislation relative to the City's financial policies
- Participates in the design and implementation of new computerized accounting systems to improve the effectiveness of financial reporting
- Informs the City Comptroller and departmental managers of the status of special fiscal projects
- Serves as liaison with governmental agencies, financial institutions, operating departments and vendors concerning financial matters
- Participates in the planning and preparation of the division's budget
- Reviews and authorizes comprehensive financial reports
- Develops work standards and conducts or coordinates training for subordinate staff

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 credit hours in Accounting, plus five years of professional accounting or financial management experience of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *generally accepted accounting and auditing principles, methods, practices, and procedures
- *financial analysis and management principles, methods, practices, and procedures
- *the bond market and processes involved in the issuance of municipal bonds
- *management methods, practices and procedures

Moderate knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- *applicable mathematical principles and applications
- *computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2011